

OFFICE AIDE/ PEER TUTOR/ BUDDY APPLICATION

We have several areas of need for student assistance. If you would like to be an Office Aide, Peer Tutor or Buddy, please check your preference below. In all cases, students should be highly motivated, organized, responsible and able to maintain confidentiality. They should also have good conduct and work well with students and adults.

Print

Student Id. _____

Last name _____

First name _____

Please write a brief description explaining why you would be a qualified candidate:

Please check your preference below:

_____ **9897H General Office Aide**

_____ **9878H Office Aide Library**

Eighth grade students can assist the various offices and teachers in daily paperwork involving alphabetizing, filing, running errands, and basic office duties. Examples include: front desk, counseling office, and department chair assistant. Sometimes students are assigned to assist with campus technology tasks such as hooking up computers and basic trouble shooting.

An office aide position is considered to be a privilege, and a student may be removed if he or she is not fulfilling the requirements of the job. Students selected to become office aides should be performing well academically, have an acceptable discipline record, and good attendance. Acceptable guidelines:

Grades: First semester nine weeks averages should be 75 or above in all classes.

Discipline: No more than 4 tardies and no more than two detentions.

_____ **9871H Peer Tutor** to assist students in Life Skills (_____ maybe, I want more info.)

Help teachers create educational materials, organize, serve as a role model and help students with school work.

_____ **9843H.09/59 Art Buddy** to assist Life Skills students in Art (this counts as regular Art 1)

(Grade based upon Art curriculum. Your art class coincides with students in life skills.)

(You will be expected to assist these students as needed.)

(You may repeat Art 1 in this case if taken in the 7th grade.)

_____ **9840H.09/59 Theatre Buddy** to assist Life Skills students in Theatre (this counts as regular Theatre Arts I)

(Grade based upon Theatre curriculum. Your theatre class coincides with students in life skills.)

(You will be expected to assist these students as needed.)

(You may repeat Theatre Arts 1 in this case if taken in 7th grade.)

_____ **8500H.09/59 PE Buddy** to assist Life Skills students in PE

(Grade based upon PE curriculum. You do PE and at the same time serve as a peer assistant.)

(This counts as regular PE for the PE requirement.)

Submitting this completed application is not a guarantee of receiving office aide/peer tutor or buddy on a student's schedule. Placement is based on availability and scheduling. However, office aide/tutors/buddies provide a valuable service and we will make every effort to assign students to their primary requests. This application must be submitted to the counselors before the request change deadline.

I have read the previous information and agree to all of the requirements.

Student signature _____

Date _____

Parent signature _____

Date _____